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16 January 1958

MEMORANDUM FOR : Chief, Plans and Policy Staff

SUBJECT : Registrar/TR

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SUBJECT : Weekly Activities Report #2
8 January - 14 January 1958Document No. 42NO CHANGE in Class. DECLASSIFIEDClass. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/176

Date: 09 MAR 1978 By:

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. There are indications that the next IOC will be somewhat larger. We have been informed by FI [] that RI is planning to have 20 or more employees enroll in the 3 February running, with the hope that all of them can be accommodated in the subsequent Operations Support. The latter may create a problem. Normally, RI employees take only the first phase of Ops Support and we have been giving a priority for enrollment to those students who need the entire course immediately prior to field assignments.

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2. Probably the most significant occurrence within the Registrar's office this week was the initiation of our coding operation. This is an outgrowth of a tremendous amount of preliminary work on the part of [], and will occupy much of his time during the next several weeks in supervising the activities of the work party detailed to us by the Office of Personnel. We have the services of eight employees. A test run of the exercise was held on 14 January engaged in by all of our regular employees who are concerned with training records data. This was followed by a training session for the work party directed by [] and assisted by [] of the Office of Personnel.

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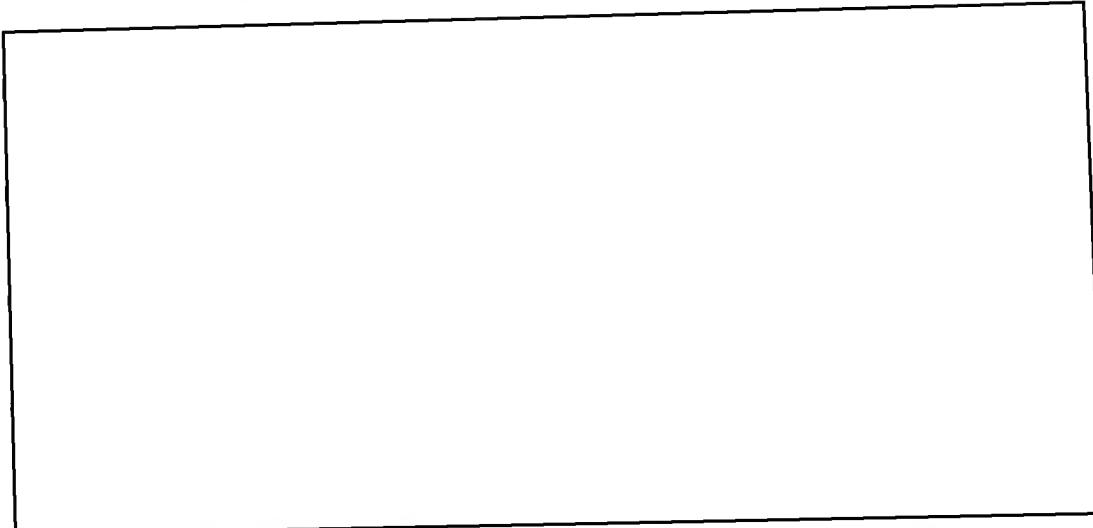
As of the close of business 14 January, we "froze" our manually maintained records of internal training. Until each of us gets more familiar with the Master Code and these new techniques our information service on training records will have some "bugs" in it; please bear with us.

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4. Arrangements have been completed for [redacted] to visit the Air Research Development Command, Inglewood, California, and Patrick Air Force Base, Cape Canaveral, Florida, for a period of two weeks beginning 19 January 1958. This is a part of a Ballistic Missile Orientation Course conducted by the Air Force. Most of the arrangements for this trip were handled by Dr. Guthe and his staff.

5. The first running of Audio Countermeasures was gotten under way on 13 January. Registrations remained open one extra week at the request of C/OS. On 6 January there were 12 persons scheduled; but one cancelled on 7 January and one on 8 January. Late on 9 January inquiry was received by phone of the possibilities of enrolling two additional people, one of whom was from a Division maintaining that they had no candidates. These two names were accepted, appropriate clearances and extra briefings arranged. These briefings were held on 9, 10 and 13 January. We appreciate the early Monday morning briefing conducted by the Chief, [redacted], thus enabling us to avoid a Sunday session.

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6. Five employees from Office of Communications began a four-week training program sponsored by the National Security Agency at Fort Meade on 13 January.

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7. [redacted] OL began a three-week course entitled "Industrial Security Orientation" at Fort Holabird, Maryland, on 13 January 1958.

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8. Chief, [redacted] attended a meeting with the Training Officer and the Budget Officer from Management Staff, regarding the handling of external training.